

CHAPTER FIVE—SUPERVISION

Direct Supervision

- 114-504 A. Children shall be directly supervised at all times by qualified staff persons:
- (1) Directly supervised for infants and toddlers means staff persons shall be in the same room or area as the children and that the children shall be within their sight at all times;

POLICY: *Paid students may substitute for full-time caregivers and may be counted in the staff to child ratio under the following conditions: (1) they meet all requirements of full-time caregivers, or (2) they meet all requirements of an Emergency Person and remain under the direct supervision of a qualified caregiver at all times. (4/01/08)*

- (2) Directly supervised for preschool and school-age children means staff persons are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed;

POLICY: *If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)*

- (3) The center shall have a written procedure to account for the presence of each child as the child enters and exits the premise, enters and exits a vehicle or moves to a new location in or around the center;

POLICY: *Each caregiver who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transporting, or on a field trip. The written account should include the child's name, the times the child enters and exits the facility, a vehicle, or another area of the center. (1/31/06)*

- (4) There shall be at least two staff persons in the center at all times; and
- (5) Children in feeding chairs shall be constantly supervised.

Ratios and Group Size

- 114-504 B. (1) The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms.

STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio		
	Two years after	Three years after	Four years after
Birth to one year	1:5	1:5	1:5
One to two years	1:6	1:6	1:6
Two to three years	1:9	1:8	1:7
Three to four years	1:13	1:12	1:11
Four to five years	1:18	1:17	1:16
Five to six years	1:21	1:20	1:19

Six to twelve years	1:23	1:23	1:23
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(6/24/07)

(6/24/08)

(6/24/09)

- (2) When there are mixed age groups in the same room, the staff:child ratio shall be consistent with the age of the majority of the children when no infants or toddlers are in the mixed age group. When infants or toddlers are in the mixed age group, the staff:child ratio for infants and toddlers shall be maintained.

POLICY: *When there is no majority defining the age group, always determine the ratio by the youngest age child. (1/31/06)*

POLICY: *When children of different ages are combined in a designated infant room, the enrollment is limited to the number of infants allowed in that room. When no infants and/or toddlers are present in the designated infant room, this restriction does not apply. (1/31/06)*

- (3) For mixed age groups, with one or more infants or toddlers, the ratios applicable to the youngest child in the group apply.

POLICY: *Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the director. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license. (1/31/06)*

Nap Time Staff:Child Ratios

- 114-504 C. (1) During nap times the following ratios apply as long as at least one other staff person is readily available:

NAP TIME STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio		
	Two years after	Three years after	Four years after
Birth to one year	1:5	1:5	1:5
One to two years	1:6	1:6	1:6
Two to three years	1:18	1:16	1:14
Three to four years	1:26	1:24	1:22
Four years and older	1:36	1:34	1:32

(6/24/07)

(6/24/08)

(6/24/09)

POLICY: *Nap time in an infant room can be any time of the day when the majority of the infants are asleep. (1/31/06)*

POLICY: *During nap time, there must be one qualified staff person available in the facility to assist in a room if needed. The director may serve as that staff person. (1/31/06)*

Water Safety Staffing

- 114-504 D. (1) The following staffing ratios apply at all times while children are swimming or wading. The staffing ratios shall also apply at all times while children are near a water body that poses a potential risk based upon the age of the child.

WATER SAFETY STAFF:CHILD RATIOS

Child's Age	Staff:Child Ratio
Birth to two years	1:1
Two to three years	1:2
Three to four years	1:3
Four to five years	1:6
Five years and older	2:25

- (2) All swimming activities shall be supervised by a person with current lifeguard training certification. If this is a staff person who has current lifeguard training certification, they may be included in the staff:child ratio. In instances in which all staff members can, without the ability to swim, quickly reach any child, a certified lifeguard is unnecessary.

POLICY: *Wading pools are defined as being any body of water one foot or less in depth. (1/31/06)*

POLICY: *(NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Legible safety rules for the use of swimming and built-in wading pools shall be posted in a conspicuous location, and each caregiver responsible for the supervision of children shall read and review them often enough so he/she is able to cite the rules when asked. (1/31/06) (SEE RESOURCE MANUAL SECTION 5 FOR SUGGESTED POOL SAFETY RULES.)*